



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 1650.31G  
C40  
26 Jun 00

MARINE CORPS ORDER 1650.31G

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS ASSOCIATION PROFESSIONAL MILITARY  
EDUCATION/TRAINING AWARDS PROGRAM

Ref: (a) NAVMC 2771  
(b) U.S Marine Reading Program

Encl: (1) Courses and events included in the Marine Corps  
Association (MCA) Professional Military Education  
(PME) Awards Program  
(2) Sample MCA Award Change/Request Form  
(3) Sample MCA Request for PME/Training Awards Materials

1. Purpose. To provide policy, information, and instructions for the administration of the Marine Corps PME/Training Awards Program.

2. Cancellation. MCO 1650.31F.

3. Information. The MCA Awards Program is a formal program established to recognize the professional achievements of honor graduates throughout Marine Corps officer and enlisted formal schools. Awards remain a valuable incentive and an appropriate means of recognizing Marines who excel in our formal schools and leadership courses. Although the MCA remains the primary sponsor for many awards, it is recognized and highly encouraged that local sources of formal recognition for Marines exist.

4. Records Disposition. Each approved Marine Corps field activity will maintain record copies for historical purposes of related MCA award materials for 2 years. Then they can be destroyed. Such related materials include but are not limited to: record copies of MCA Awards Program course listings, commanding officers/directors designation letters, requests to MCA for PME/training awards materials, and other related correspondence.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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5. Action. The MCA PME/Training Awards Program will be administered as follows:

a. All MCA PME/training awards offered by an individual, institution, or agency to recognize individuals who excel during institutional training must be approved by the Commanding General, Marine Corps Combat Development Command (CG MCCDC) (C40) prior to acceptance for administration from a sponsor.

b. Recommended change(s) to the list of approved MCA awards in enclosure (1) will be submitted to the CG MCCDC (C40) for approval. Recommendations must be submitted in the format contained in enclosure (2).

c. To be favorably considered for inclusion in the awards program, a course must meet the following criteria:

(1) USMC approved as a course contained in reference (a), the Formal Schools Catalog.

(2) Course length must be at least 4 weeks in duration (except Corporals Leadership Courses).

(3) Marines must comprise the majority of the students attending the course.

d. The Executive Director, MCA provides awards materials to those organizations and installations listed in enclosure (1) per this Order and MCA regulations. Each commanding officer and/or school director sponsoring approved MCA award courses is authorized to request and maintain on hand a 6-month supply of respected course award materials.

e. Each commanding officer/school director will designate an MCA collateral duty officer for individual unit MCA program administration. This collateral duty officer will request required MCA award materials using the request form in enclosure (3).

f. The Executive Director, MCA will:


(1) Provide award materials where designated in enclosure (1). Placing the recipient's name and course title on the bookplate and or certificate will be the receiving organization's responsibility.

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(2) As authorized, substitute an appropriate book from reference (b), which is published annually as an ALMAR, in place of a plaque for courses listed in enclosure (1).

6. Public Affairs. To the maximum extent possible, commanders are to publicize the nature of the awards and recognition afforded by the MCA and other donors under the provisions of this Order.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
J. E. RHODES  
By direction

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MCA (1)

COURSES AND EVENTS INCLUDED IN THE  
MARINE CORPS ASSOCIATION (MCA)  
PROFESSIONAL MILITARY EDUCATION (PME)  
AWARDS PROGRAM

1. Marine Corps Association Writing Awards

a. Colonel Bevan G. Cass Award

(1) Criteria: Open to all Marines. Papers will be judged by Marine Corps Gazette Editorial Board. First and second place papers traditionally will be published in Marine Corps Gazette. (1 per year) (1/yr)

(2) Winners receive:

(a) First Place: \$600.00 check, plaque.

(b) Second Place: \$400.00 check, plaque.

b. The Ronald D. Lyons Writing Award

(1) Criteria: Active Duty Marine Sergeant and below. The author of best news or feature story to appear in Leatherneck during that contest year.

(2) Winner receives: \$500.00

c. The Tom Bartlett Award

(1) Criteria: Any active duty Marine having submitted the best picture to appear on the cover of the magazine Leatherneck during that contest year.

(2) Winner receives: \$1,000.00.

d. The Lou Lowery Award

(1) Criteria: Active Duty Marine Sergeant and below having submitted the best photograph to appear inside the Leatherneck during that contest year.

(2) Winner receives: \$500.00.

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e. The Sergeant Major Dan Daly Award

(1) Criteria: Any active duty enlisted Marine having submitted superior writing pertinent to Marine Corps history during the preceding year for a Marine Corps post or station periodical.

(2) Winner receives: \$1,000.00

2. Commandant of the Marine Corps Awards

a. The Recruiter of the Year Award. Winners receive:

(1) First place: Commemorative statue, set of (6) books from reference (b) and a Certificate of Achievement.

(2) (5) Runners-up: set of (6) books from reference (b) and a Certificate of Achievement each.

b. The Drill Instructor (DI) of the Year Award. Winners receive:

(1) DI of the Year: Commemorative Statue, set of (6) books from reference (b), Certificate of Achievement.

(2) Runner-up: Set of (6) books from reference (b), Certificate of Achievement

c. The Career Planner of the Year Award. Winners receive:

(1) Career Planner of the Year: Commemorative statue, a set of (6) books from reference (b) and a Certificate of Achievement.

(2) (2) Runners-up: Set of (6) books from reference (b) and a Certificate of Achievement.

d. The Marine Security Guard of the Year. Winners receive:

(1) Marine Security Guard of the Year: Commemorative statue, set of (6) books from reference (b) and a certificate of achievement.

(2) Runner-up: Set of (6) books from reference (b) and a Certificate of Achievement.

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3. Marine Corps Combat Development Command, Quantico, Virginia

a. Marine Corps University Writing Awards.

(1) Sergeant Major of the Marine Corps Writing Award

(a) Criteria: Papers will be submitted by students from each Advanced/Career/Sergeant's Course class and judged by school staff. Winners will be chosen from each Advanced, Career, and Sergeants Course. The winners' papers will be forwarded to MCA for award preparation.

(b) Winners receive:

- 1 First place: Certificate and professional books.
- 2 Second place: Certificate.
- 3 Third place: Certificate.

(2) Sergeant Major of the Marine Corps Annual Writing Award

(a) Criteria: The best overall paper selected from the winners at each Advanced/Career/Sergeant's Course class for the fiscal year. (1/yr, each course). Selected by the Director, Enlisted PME, MCU, and MCCDC Quantico, VA.

(b) Winners receive:

- 1 Advanced Course: \$600.00, plaque.
- 2 Career Course: \$600.00, plaque.
- 3 Sergeant's Course: \$600.00. Plaque.

(3) Marine Corps Professional Writing Award

(a) Criteria: Awarded annually at Naval War College.

(b) Winner receives: \$500.00 or professional books and a plaque.

(4) Amphibious Warfare School (AWS) Professional Writing Award

(a) Criteria: Best student paper as judged by a panel composed of Marine Corps Gazette staff members.

(b) Winners receive:

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1 First place: \$300.00 check, plaque.

2 Second place: \$200.00 check, plaque.

(5) Command and Control Systems Course (CCSC) Research Paper

(a) Criteria: Papers judged by school staff.  
Selection will be forwarded to MCA for award preparation (1/yr).

(b) Winners receive:

1 First place: \$300.00 check and plaque.

2 Second place: \$200.00 check and plaque.

(6) General Robert E. Hogaboom Leadership Award (Company Grade)

(a) Criteria: Best student paper, submitted by a company grade officer at AWS or CCSC, as judged by a panel composed of Marine Corps Gazette staff members.

(b) Winner receives: \$350.00 check and plaque.

(7) General Robert E. Hogaboom Leadership Award (Field Grade)

(a) Criteria: (1/yr per category)

1 Resident: Best student paper, submitted by a field grade officer in CSC, as judged by a panel composed of CSC staff members.

2 Nonresident: Best student paper, submitted by a field grade officer in CSC Distance Education Program (CSCDEP), as judged by a panel of Marine Corps Gazette staff members.

(b) Winners receive: \$400.00 check and a plaque.

b. The Basic School

(1) Basic Officer Course

(a) Criteria: (1/Company)

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1 Honor Graduate: highest overall grade average.

2 Leadership/Military Skills/Academic Awards:  
highest-grade average in respective category.

(b) Winners receive:

1 Honor Graduate: Certificate and Semper Fidelis  
Statue.

2 Leadership Award: Certificate, Binoculars.

3 Military Skills Award: Certificate, K-bar knife.

4 Academic Award: Certificate, set of professional  
reading books.

(2) Warrant Officer Basic Course

(a) Criteria: (1/yr)

1 Honor Graduate: highest overall grade average.

2 Leadership/Military Skills/Academic Awards:  
highest-grade average in respective category.

(b) Winners receive:

1 Honor Graduate: Certificate, Semper Fidelis  
Statue.

2 Leadership Award: Certificate, binoculars.

3 Military Skills Award: Certificate, K-bar  
knife.

4 Academic Award: Certificate, set of books.

(3) Close Combat Instructor Trainer Course

(a) Winners receive:

1 Honor Graduate: K-Bar and plaque.

2 Second Place: Book from reference (b) and  
certificate.

3 Third Place: Certificate.

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c. Officer Candidates School

(1) Officer Candidate Course OCC

(a) Criteria: (3/yr) highest overall grade average per class.

(b) Winners receive:

1 Honor Graduate: Phil Yekel Award (gold wristwatch and \$100 Gift Certificate for professional books.

2 Leadership Award: Knindler Sword and Certificate.

(2) Platoon Leaders Class (PLC) - (Junior) Leadership Award

(a) Criteria: (2/yr) highest overall grade average.

(b) Winner receives: Book from the Commandant's reading list and Certificate.

(3) PLC - (Senior) Leadership Award

(a) Criteria: (2/yr) highest overall grade average.

(b) Winner receives: Certificate.

(4) PLC- Combined

(a) Criteria: (1/yr) Highest overall grade average.

(b) Winners receive:

1 Honor Graduate: Phil Yekel Award (gold wristwatch).

2 Leadership Award: Certificate

(5) Naval Reserve Officer Training Course (NROTC)

(a) Criteria: (2/yr)

(b) Winners receive:

1 Honor Graduate: Certificate and appropriate book.

2 Leadership Award: Certificate.

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d. Command and Control Systems School

(1) Basic Communication Officer Course

(a) Criteria: (3/yr total, 1/Course) Selected by faculty.

(b) Winners receive: a Book from Commandant's Reading List and certificate.

(2) Command and Control Systems Course MajGen Meritt A. Edison Award

(a) Criteria: 1/yr.

(b) Winner receives: Engraved plaque and \$200 MCA gift certificate for use in purchasing professional books.

(3) Command and Control Systems Course Distinguished Honor Graduate

(a) Criteria: 1/yr.

(b) Winner receives: certificate and (3) professional reading books.

e. Amphibious Warfare School (1/yr)

(1) Geiger Leadership Award

Criteria (a): 1/yr selected for outstanding leadership. Students will be nominated by faculty advisors based on scholarship, physical fitness and demonstrated leadership; final selection by board.

(b) Winner receives: Set of professional books, bookends, and Certificate.

(2) Combat Service Support Occupational Field Expansion Course (OFEC)

(a) Criteria: Problem Director for OFEC makes nominations; final selection by board action.

(b) Winner receives: Desk Pen set.

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(3) Ground Combat Arms OFEC

(a) Criteria: Problem Director for OFEC makes nominations; final selection by board.

(b) Winner receives: Desk Pen set.

f. Staff Noncommissioned Officer Academy

(1) Staff Noncommissioned Officer, Advanced Course

(a) Criteria: Each Advanced Course.

1 Advanced Course, Quantico, VA. (4/yr)

2 Advanced Course, Camp Lejeune, NC. (5/yr)

3 Advanced Course, Camp Pendleton, CA. (5/yr)

4 Advanced Course, Okinawa, JA. (5/yr)

(b) Winners receive:

1 Honor Graduate: Set of (6) books from reference (b) and a large honor graduate certificate.

2 Second Place: Book from reference (b), and a bookplate.

3 Third Place: Certificate of Achievement.

(2) Staff Noncommissioned Officer Career Course

(a) Criteria: Each Career Course.

1 Career Course, Quantico, VA. (5/yr)

2 Career Course, Camp Lejeune, NC. (6/yr)

3 Career Course, Camp Pendleton, CA. (6/yr)

4 Career Course, Okinawa, JA. (6/yr)

ENCLOSURE (1)

(b) Winners receive:

1 Honor Graduate: NCO sword and large honor graduate certificate.

2 Second Place: Book from reference (b), and a bookplate.

3 Third Place: Certificate of Achievement.

(3) Sergeants Course

(a) Criteria: Each Sergeants Course.

1 Sergeants Course, Quantico, VA. (7/yr)

2 Sergeants Course, Camp Lejeune, NC. (8/yr)

3 Sergeants Course, Camp Pendleton, CA. (8/yr)

4 Sergeants Course, Okinawa, JA. (8/yr)

5 Sergeants Course, Hawaii. (8/yr)

6 Sergeants Course, 29 Palms, CA. (8/yr)

(b) Winners receive:

1 Honor Graduate: NCO sword and large honor graduate certificate.

2 Second Place: Book from reference (b), and a bookplate.

3 Third Place: Certificate of Achievement.

g. Career Planners School Quantico, VA

(1) Criteria: (8/yr)

(2) Winners receive:

(a) Honor Graduate: Book from reference (b), bookplate, and a large honor graduate certificate.

(b) Second Place: Certificate of Achievement.

(c) Third Place: Certificate of Achievement.

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h. OCS Instructor of the Quarter

(1) Criteria:

(2) Winner receives: Brass Nameplate for trophy, one book from reference (b).

i. OCS Instructor of the Year. Winner receives: Brass nameplate for trophy, one book from reference (b).

j. SNCOA Instructor of the Quarter. Winner receives:  
Certificate of Achievement and book.

k. SNCOA Instructor of the Year. Winner receives: Large  
Large certificate and a book.

4. Marine Security Guard Battalion, Quantico, Virginia. Marine Security Guard School (5/yr). Winners receive:

a. Top Staff NCO Graduate: three Books from  
Gunnery Sergeants List and Certificate.

b. All Watchstander graduates receive a Leatherneck Certificate, a letter of congratulations from MCA Executive Director and a years membership in MCA.

(1) Honor Graduate: NCO Sword and large Honor Graduate Certificate.

(2) Second Place: Certificate of Achievement.

(3) Third Place: Certificate of Achievement.

5. Marine Corps Recruiting Command, Quantico, VA. CG MCRC NCOIC of the Year. Winners receive:

a. First Place: Commemorative statue, a set of (6) books from reference (b) and a Certificate of Achievement.

b. (5) runners-up receive a set of (6) books from reference (b) and a Certificate of Achievement.

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6. Marine Corps Recruit Depot, San Diego, California

a. Recruit Training Regiment

(1) Criteria: Requirements will vary from year to year.

(2) Winner receives:

(a) Platoon Honor Graduate: 288/yr. Outstanding Performer Plaque.

(b) Company High Shooter: 55/yr. Leatherneck High Shooter Plaque.

a. Drill Instructor School (4/yr). All graduates receive a Leatherneck Certificate, a letter of congratulations from MCA Executive Director and a years membership in MCA.

(1) Honor Graduate: NCO Sword and large Honor Graduate Certificate.

(2) Second Place: Certificate of Achievement.

(3) Third Place: Certificate of Achievement.

c. Drill Instructor/Senior Drill Instructor of the Quarter. MCRD San Diego, CA: Certificate.

d. Recruiters School, San Diego, CA

(1) Basic Recruiters Course (6/yr). All graduates receive a Leatherneck Certificate, a letter of congratulations from the MCA Executive Director, and a 1 year membership in MCA.

(a) Honor Graduate: NCO Sword and large Honor Graduate Certificate.

(b) Second Place: Certificate of Achievement.

(c) Third Place: Certificate of Achievement.

(2) Career Recruiters Course

(a) Criteria: (3/yr)

(b) Winners receive:

1 Honor Graduate: Large Honor Certificate.

2 Second Place: Certificate of Achievement.

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3 Third Place: Certificate of Achievement.

7. Marine Corps Recruit Depot, Parris Island, South Carolina

a. Recruit Training Regiment (FY requirements will vary from year to year).

(1) Criteria: Requirements will vary from year to year.

(2) Winner receives:

(a) Platoon Honor Graduate: 300/yr. Outstanding Performer Plaque.

(b) Company High Shooter: 60/yr. Leatherneck High Shooter Plaque.

b. Drill Instructor School (4/yr). All graduates receive a Leatherneck Certificate, a letter of congratulations from the MCA Executive Director and a 1 year membership in MCA.

(1) Honor Graduate: NCO Sword and large Honor Graduate Certificate.

(2) Second Place: Certificate of Achievement.

(3) Third Place: Certificate of Achievement.

c. Drill Instructor/Senior Drill Instructor of the Quarter. Certificate.

8. School of Infantry, MCB Camp Lejeune, NC and MCB Camp Pendleton, CA

a. Marine Combat Training (MCT). Honor Graduate receives plaque.

b. Advanced Infantry Training (Camp Lejeune only). Honor Graduate receives plaque.

9. Marine Corps Communications-Electronics School, Marine Corps Air-Ground Combat Center, Twentynine Palms, CA. The following schools' honor graduates each receive a book from reference (b) and a bookplate. The numbers per year are noted beside each course.

ENCLOSURE (1)

(1) Alpha Company

- (a) Air Traffic Control Radar Beacon System, Mark II System Maintenance Course. (4/yr)
- (b) Aviation Radar Repair Course. (4/yr)
- (c) Aviation Radar Technician Course. (1/yr)
- (d) Aviation Radio Repair Course. (4/yr)
- (e) Aviation Radio Technician Course. (2/yr)
- (f) Basic Electronics Course. (47/yr)
- (g) Bancroft Maintenance Course. (3/yr)
- (h) Circuit Card Repair Course. (5/yr)
- (i) Computer Technician Course. (3/yr)
- (j) Electronics Maintenance Supervisor Course (Warrant Officer). (1/yr)
- (k) Electronics Maintenance Supervisor Course (SNCO). (2/yr)
- (l) Ground Radar Repair Course. (3/yr)
- (m) Ground Radio Repair Course. (20/yr)
- (n) TSC-120 Communication Central System Installer/Maintainer Course. (2/yr)
- (o) High Frequency Maintenance Course. (5/yr)
- (p) Limited CRYPTO Maintenance Course. (5/yr)
- (q) Multichannel Equipment Repair Course. (6/yr)
- (r) Multichannel Equipment Technician Course. (1/yr)
- (s) Microcomputer Repair Course. (10/yr)
- (t) Mobile Security Communication Technician Course. (3/yr)

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- (u) Mobile Technical Control Course. (4/yr)
- (v) PLRS Master Station Maintenance Course. (2/yr)
- (w) PLRS Master Station Operator Course. (5/yr)
- (x) PLRS Support Maintenance Course. (3/yr)
- (y) Radar Fundamentals Course. (9/yr)
- (z) Radio Fundamentals Course. (29/yr)
- (aa) Radio Technician Course. (4/yr)
- (bb) System Computer Technician Course. (2/yr)
- (cc) Tactical Air Command Central Repair Course. (2/yr)
- (dd) Tactical Air Command Central Technician Course.  
(2/yr)
- (ee) Tactical Air Operations Module Repair Course.  
(2/yr)
- (ff) Tactical Air Operations Module Technician Course. (2/yr)
- (gg) Tactical Remote Sensor System Maintenance Course. (2/yr)
- (hh) Telephone-Switchboard Repair Course. (15/yr)
- (ii) Technician Theory Course. (10/yr)
- (2) Bravo Company
  - (a) Field Radio Operator. (45/yr)
  - (b) Field Wireman Course. (45/yr)
  - (c) HF Communication Operators Course. (2/yr)
  - (d) Multichannel Equipment Operators Course. (10/yr)
  - (e) Operational Communication Chief Course. (3/yr)
  - (f) Communications System Chief Course. (6/yr)

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(3) Charlie Company

- (a) Air Support Control Officer Course. (4/yr)
- (b) Air Support Operations Operator Course. (4/yr)
- (c) Air Defense Control Officer Course. (4/yr)
- (d) Tactical Air Defense Controller Course. (4/yr)

(4) Delta Company

- (a) Entry Level Small Computer Systems. (22/yr)
- (b) Entry Level ADA Programming. (4/yr)
- (c) UNIX System Administrator Course. (4/yr)
- (d) Information Systems Security Concepts Course. (3/yr)
- (e) Relational Database Analysis and Design Course.  
(2/yr)
- (f) ADA Programming. (1/yr)
- (g) Advanced Software Management Course. (2/yr)
- (h) Advanced Networking Techniques Course. (5/yr)

10. Expeditionary Warfare Training Group, Pacific, San Diego, California

a. Communication Staff Planning Course (5/yr). Winner receives:

- (1) Honor Graduate: Appropriate Book/Plaque and Certificate.
- (2) Leadership Award: Certificate.

b. Coxswain Skills Course (12/yr). Winner receives:

- (1) Honor Graduate: Appropriate book/plaque and Certificate.
- (2) Second Place: Certificate.
- (3) Third Place: Certificate.

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c. Basic Reconnaissance Course (10/yr). Winner receives:

(1) Honor Graduate: Appropriate Book/Plaque and Certificate.

(2) Second Place: Certificate.

(3) Third Place: Certificate.

d. Marine Combat Instructor of Water Survival Course (MCIWS) (8/yr). Winner receives:

(1) Honor Graduate: Appropriate Book/Plaque and Certificate.

(2) Second Place: Certificate.

(3) Third Place: Certificate

e. Fire Support Coordination Course (8/yr). Winner receives:

(1) Honor Graduate: Appropriate Book/Plaque and Certificate.

(2) Second Place: Certificate.

(3) Third Place: Certificate

f. Tactical Air Control Party Course (8/yr). Winners received:

(1) Honor Graduate: Appropriate Book/Plaque and Certificate.

(2) Second Place: Certificate.

(3) Third Place: Certificate.

11. Expeditionary Warfare Training Group, Atlantic, Norfolk, Virginia

a. Communication Staff Planning Course (5/yr). Winner receives:

(1) Honor Graduate: Appropriate Book/Plaque and Certificate.

(2) Leadership Award: Certificate.

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b. Coxswain Skills Course (12/yr). Winner receives:

- (1) Honor Graduate: Appropriate book/plaque and Certificate.
- (2) Second Place: Certificate.
- (3) Third Place: Certificate.

c. Basic Reconnaissance Course (10/yr). Winner receives:

- (1) Honor Graduate: Appropriate Book/Plaque and Certificate.
- (2) Second Place: Certificate.
- (3) Third Place: Certificate.

d. MCIWS Course(8/yr). Winner receives:

- (1) Honor Graduate: Appropriate Book/Plaque and Certificate.
- (2) Second Place: Certificate.
- (3) Third Place: Certificate

e. Fire Support Coordination Course (8/yr). Winner receives:

- (1) Honor Graduate: Appropriate Book/Plaque and Certificate.
- (2) Second Place: Certificate.
- (3) Third Place: Certificate

f. Tactical Air Control Party Course (8/yr). Winner receives:

- (1) Honor Graduate: Appropriate Book/Plaque and Certificate.
- (2) Second Place: Certificate.
- (3) Third Place: Certificate.

ENCLOSURE (1)

12. Marine Corps Base, Camp Lejeune, North Carolina

a. Marine Corps Combat Service Support Schools.

(1) Winners in the courses listed below receive:

(a) Honor Graduate: Book from reference (b) and a bookplate.

(b) Second Place: Certificate.

(c) Third Place: Certificate.

(2) Personnel Administration School

- (6/yr)
- (a) Personnel Officer Course. (1/yr)
  - (b) Adjutant Course. (3/yr)
  - (c) Advanced Personnel Administration Course.
  - (d) Senior Clerk Course. (5/yr)
  - (e) Independent Duty Administration Course. (1/yr)
  - (f) Reserve Administration Course. (3/yr)
  - (g) Administrative Clerk Course. (30/yr)
  - (h) Personnel Clerk Course. (31/yr)
  - (i) Advanced Legal Services Course. (1/yr)
  - (j) Legal Services Specialist Course. (4/yr)
  - (k) Legal Services Scopist Course. (2/yr)

(3) Supply School

- (a) Ground Supply Officer Course. (4/yr)
- (b) Ground Supply Officer Course Reserve. (1/yr)
- (c) NCO Supply Course. (4/yr)
- (d) Enlisted Warehousing Basic Course. (31/yr)
- (e) Enlisted Supply Independent Duty Course. (1/yr)

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- (f) Enlisted Supply Basic Course. (35/yr)
- (g) Enlisted Supply Basic Course Reserve. (1/yr)
- (h) NCO Supply Course. (8/yr)
- (i) Basic Preservation and Packaging Course. (2/yr)

(4) Financial Management School

- (a) Financial Management Officer Finance Course.  
(3/yr)
- (b) Financial Management Officer Comptroller Course.  
(3/yr)
- (c) Advanced Finance Course.
- (d) Financial Management Career Course. (1/yr)
- (e) Fiscal/Budget Technician Clerk Course. (4/yr)
- (f) Basic Finance Technician Course. (8/yr)

(5) Logistics Operations School

- (a) Logistics Officer Course. (5/yr)
- (b) Reserve Motor Transport Supervisor Course.  
(1/yr)
- (c) Reserve Officer/SNCO Logistics Orientation  
Course. (1/yr)
- (d) Motor Transport Maintenance Officer Course.  
(1/yr)
- (e) Motor Transport SNCO Course. (6/yr)
- (f) Combat Service Supply Chief Course. (2/yr)
- (g) Logistics/Embarkation SNCO/NCO Course. (3/yr)
- (h) Motor Transport Operations NCO Course. (6/yr)
- (i) Fuel and Electrical Systems Component Repair  
Course. (6/yr)
- (j) Team Embarkation Officer/Assistant Course.  
(3/yr)

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- (k) Maintenance Management Course. (5/yr)
- (l) Maintenance Management Reserve Orientation Course. (1/yr)
- (m) Logistics Vehicle System Maintenance Course. (10/yr)
- (n) Automotive Intermediate Maintenance Course. (10/yr)
- (o) Reserve Automotive Mechanic Course. (1/yr)
- (p) Automotive Organizational Maintenance Course. (28/yr)
- (q) Basic Integrated Maintenance Management Course. (8/yr)
- (r) Basic Logistics Embarkation Specialist Course. (10/yr)
- (s) Basic Landing Support Marine Course. (10/yr)
- (t) Reserve Landing Support Marine Course. (1/yr)
- (6) Instructional Management School
  - (a) Administrator's Course.
  - (b) Instructor Training Course.
  - (c) Curriculum Developer's Course.
  - (d) Instructor Orientation Course.
- (7) Marine Combat Water Survival Swimming School
  - (a) MCIWS.
  - (b) Marine Combat Instructor Trainer of Water Survival (MCITWS).

ENCLOSURE (1)

(8) MCSSS Book Review of the Quarter

(a) Criteria: Best book review orally or in writing submitted from students and permanent personnel as judged by the Commanding Officer, MCSSS or Sergeant Major, MCSSS.

(b) Winner receives: Certificate of Achievement and book from reference (b).

b. Marine Corps Engineer School, Courthouse Bay, Camp Lejuene, NC.

(1) Winners in the courses listed below receive:

(a) Honor Graduate: Honor graduate certificate, book from reference (b) and a bookplate.

(b) Second Place: Certificate of Achievement.

(c) Third Place: Certificate of Achievement.

(2) Courses

(a) Combat Engineer Officer. (5/yr)

(b) Engineer Operations Chief. (2/yr)

(c) Combat Engineer NCO. (2/yr)

(d) Combat Engineer Basic Course. (28/yr)

(e) Minefield Maintenance Course. (2/yr)

(f) Utilities Officer. (1/yr)

(g) Utilities Chief. (1/yr)

(h) Hygiene Equipment Operators NCO Course. (2/yr)

(i) Electrician NCO Course. (2/yr)

(j) Electrical Equipment Repair Specialist. (9/yr)

(k) Basic Electricians Course. (8/yr)

(l) Basic Hygiene Equipment Operator Course. (8/yr)

(m) Basic Landing Support Specialist (11/yr)

(n) Small Craft Mechanic Course. (3/yr)

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- (o) Reserve Combat Engineer Officer Course. (1/yr)
- (p) Reserve Combat Engineer NCO. (1/yr)
- (q) Reserve Basic Combat Engineer. (1/yr)
- (r) Reserve Basic Landing Support Specialist. (1/yr)

c. Field Medical Service School, MCB Camp Lejuene, NC

(1) Field Medical Service Technician (FMST)

(a) Criteria: Hospital Corpsmen (HM) and Dental Technicians (DT), active duty and reserve (NECAP).

1 Honor Graduate: Highest grade point average.

2 Super Doc Award Recipient: Selected by instructor staff.

3 Top Dog Award Recipient: Selected by the Student Company.

(b) Winner receives:

1 Honor Graduate: Plaque.

2 Super Doc Award Recipient: Certificate.

3 Top Dog Award Recipient: Book from reference (b).

(2) Chaplain Religious Programs Specialist Expeditionary Skills Training (CREST) Religious Program Specialists.

(a) Criteria: Active duty and Reserve (CREST-R).

1 Honor Graduate: Highest grade point average.

2 Team Spirit Award: Certificate and book from reference (b).

(b) Winner receives:

1 Honor Graduate: Plaque.

2 Team Spirit Award: Certificate and book from reference (b).

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d. Staff Sergeant Richard Hamilton Holberton Award, 2nd Recon Bn. Winner receives NCO sword.

e. Service Member of the Quarter, MCB. Winner receives a book from reference (b) and a 1 year MCA membership.

f. Corporal Garreth C. Isaak Award, 2nd LAR Bn. Winner receives plaque.

13. Marine Corps Base, Camp Pendleton, California

a. School of Infantry

(18/yr) (1) Criteria: Each class of the courses listed below.

(a) Infantry Platoon Sergeant Course (4/yr)

(b) Infantry Squad Leader Course (6/yr)

(c) LAV Crewman Course (6/yr)

(d) Basic Rifleman (31/yr)

(e) M-60 Machinegunner (31/yr)

(f) Mortarman (31/yr)

(g) Antitank Assaultman (31/yr)

(2) Winners receive:

(a) Honor Graduate: Appropriate book/plaque and Certificate.

(b) Second place: Certificate.

b. Assault Amphibious School Battalion

(1) Criteria: Each class of the courses listed below.

(a) Assault Amphibian Officer. (2/yr)

(b) Amphibian Vehicle Unit Leader. (5/yr)

(c) Assault Amphibian Crewman. (16/yr)

(3/yr) (d) Assault Amphibian Repairman (Intermediate).

(e) Assault Amphibian Repair (Basic). (8/yr)

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(2) Winners receive:

(a) Honor graduate: Appropriate book or plaque.

(b) Second place: Certificate.

(c) Third place: Certificate.

c. Squad Leader Tactics School. Honor Graduate receives two books from reference (b) and a certificate.

d. 15th MEU(SOC) Book Review of the Quarter

(1) Criteria: Best book review presented orally or written as judged by the unit CO or SgtMaj.

(2) Winner receives: Certificate of Achievement and a book from reference (b).

14. Naval Air Technical Training Center, Naval Air Station, Memphis, Millington, Tennessee

a. Naval Air Technical Training

(1) Criteria: Because of the nature of the courses listed below, will be presented to

(a) Aviation Support Equipment Technician  
(Mechanics). (25/yr)

(b) Aviation Support Equipment Technician  
(Electronics). (25/yr)

(c) Aviation Machinists Mate. (50/yr)

(d) Aviation Ordnanceman. (60/yr)

(e) Aviation Structural Mechanic (Safety Equipment).  
(50/yr)

(f) Aviation Structural Mechanic (Hydraulics).  
(50/yr)

(g) Aviation Structural Mechanic (Structures).  
(50/yr)

(h) Aircraft Firefighting and Rescue. (16/yr)

(i) Basic Helicopter H-53. (26/yr)

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- (j) Basic Helicopter H-1. (26/yr)
- (k) Advanced First Term Avionics. (72/yr)
- (l) Aviation Electricians Mate. (100/yr)
- (m) Avionics Technician. (50/yr)
- (n) Aviation Electronics. (25/yr)
- (o) Avionics (25/yr)
- (p) Data Analysis Course (25/yr)
- (q) Aircraft Maintenance Officer (9/yr)
- (r) Air Traffic Controller (76/yr)
- (s) Navigational Aids Technician. (6/yr)
- (t) Radar Technician. (24/yr)
- (u) Communications Technician. (8/yr)
- (v) Advanced Technician. (4/yr)

(2) Winners receive:

(a) Honor Graduate: MCA Certificate.

(b) Students (Marines only) who set/tie the course record: Plaques/books.

15. Navy Supply Corps School, Athens Georgia

a. Marine Aviation Supply Officer Course

(1) Criteria:

(2) Winners receive:

(a) Honor Graduate: Appropriate book from reference (b).

(b) Second Place: Certificate.

(c) Third Place: Certificate.

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16. Midshipmen Awards

a. U.S. Naval Academy (1/yr)

(1) Criteria: Midshipman with the highest class standing who elects to serve with the Marine Corps.

(2) Winner receives: Set of five books.

b. Naval Reserve Officer Training Corps (NROTC) Unit (66 units)

(1) Criteria: The Honor graduate from each NROTC unit.

(2) Honor Graduate receives appropriate Book from reference (b).

17. Naval Technical Training Center, Corry Station, Pensacola, Florida

a. Criteria: Each class of the courses listed below:

(1) Cryptologic Technician (CT) R Class A Course (15/yr)

(2) CCT Class A Course (15/yr)

(3) CTO Class A Course (15/yr)

(4) CT Communications-Management Course (4/yr)

(5) Naval Security Group Junior Officer Course (7/yr)

a. Winners receive:

(1) Annual Honor Graduate: Plaque.

(2) Class Honor Graduate: Certificate.

18. Marine Aerial Navigation School, Randolph, Texas. Marine Aerial Navigation Course (4/yr)

(a) Criteria: (3/yr)

(b) Winners receive:

(1) Annual Honor Graduate: Plaque.

(2) Class Honor Graduate: Certificate.

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19. Marine Corps Air Station, Cherry Point, North Carolina.  
Airborne Radio Operators Course (5/yr).

(a) Criteria: (4/yr)

(b) Winners receive:

(1) Class Honorman: Plaque.

(2) Second Place: Certificate.

(3) Third Place: Certificate.

20. Marine Corps Detachment, Fort Knox, Kentucky. Armor Crewman  
Advanced Individual Training Course

(a) Criteria: (4/yr)

(b) Honor Graduate receives plaque.

21. Marine Corps Detachment, Fort Leonard Wood, Missouri.  
Engineer Equipment Operators Course.

(a) Criteria: (10/yr)

(b) Honor Graduate receives plaque.

22. Marine Corps Detachment, Navy and Marine Corps Intelligence

a. Training Center, Dam Neck, Virginia Beach, Virginia

(1) Criteria: Each class of the courses listed below:

(a) Marine Air Ground Task Force Intelligence  
Specialist Course. (Entry Level)

(b) Marine Air Ground Task Force Intelligence  
Specialist Course. (Intermediate)

(2) Honor Graduates receive plaque.

b. Marine Air Ground Task Force Intelligence Officer (2/yr).  
Honor Graduate: Book from Captains List.

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23. Weapons Training Battalion, Quantico, VA. Scout Sniper  
Instructor Course

- (a) Honor Graduate: Honor Graduate Plaque.
- (b) Second Place: Book from reference (b).
- (c) Third Place: Book from reference (b).

24. Marine/NCO of the Quarter Award

a. Criteria: Each class of the units listed below:

- (1) 3D FSSG, Okinawa, JA
- (2) 3RD MARDIV Okinawa,
- (3) 1ST MAW MCAS Iwakuni, JA
- (4) 1ST FSSG CamPen, CA
- (5) 1ST MARDIV CamPen, CA
- (6) 3RD MAW Miramar, CA
- (7) 2ND FSSG Camp Lejeune, NC
- (8) 2ND MARDIV Camp Lejeune, NC
- (9) 2ND MAW Cherry Point, NC
- (10) MCB CamPen, CA
- (11) MCB 29 Palms, CA
- (12) MCB Albany, GA
- (13) 9TH COMM Bn, CamPen, CA
- (14) MCSF Bn Norfolk, VA
- (15) MCRD San Diego
- (16) MCAF, Quantico, VA
- (17) MCCDC, Quantico, VA

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a. Winners receive:

(1) Units listed in para 24.(1-12): Plaque and \$100.00 worth of books from reference (b).

(2) Units listed in para 24.a(13): Certificate and book from reference (b).

(3) Units listed in para 24.a(14,15): Certificate, book from reference (b) and bookplate.

(4) Units listed in para 24.a(16,17): Certificate, book from reference (b) and bookplate.

25. Marine Forces Reserve Marine of the Year

a. Criteria: Will be awarded to both active and reserve component.

b. Winners receive: Commemorative statue and six books from the Commandant's reading list.

26. Corporals Leadership Course Award

a. Locations:

- (1) TBS, Quantico, VA
- (2) OCS, Quantico, VA
- (3) H&S Bn, Quantico, VA
- (4) Ft. Leonardwood, MO
- (5) Albany, GA
- (6) MCAS Beaufort, SC
- (7) Camp Lejeune, NC
- (8) MACG 48, 4th MAW, Highwood, IL
- (9) Camp Butler, Okinawa, JA
- (10) Camp Fuji, JA
- (11) HQ Bn, Twentynine Palms, CA
- (12) CSSG-1, Twentynine Palms, CA

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(13) MALS \_\_\_\_ Miramar, CA

(14) MCAS, Cherry Pt, NC

(15) Marine Corps Barracks 8th and I, Washington, DC

(b) Winners receive:

(1) First place: Book from reference (b),  
bookplate and certificate.

(2) Second Place: Certificate.

(3) Third Place: Certificate.

(4) Leadership Award - Gung-Ho plaque.

27. Marine Corps Detachment, Goodfellow AFB, San Angelo, Texas

a. Electronic Warfare/Signal Intelligence Course (5/yr).  
Class Honor Graduate: receives Book/Plaque.

b. CT Interpretive Course (20/yr)

(1) Annual Honor Graduate: plaque.

(2) Class Honor Graduate: Certificate.

c. Fleet Analysis and Reporting Course (8/yr)

(1) Annual Honor Graduate: Plaque.

(2) Class Honor Graduate: Certificate.

d. Imagery Interpretation Course (4/yr)

(1) Annual Honor Graduate: plaque.

(2) Class Honor Graduate: Certificate.

e. Test, Measurement, and Diagnostic Equipment (3/yr)

(1) Honor Graduate: Plaque and Certificate.

(2) Second Place: Certificate.

f. Small Missile Systems (11/yr)

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28. Expeditionary Warfare Training Group, Atlantic, Norfolk, VA

a. The following courses Honor Graduate receive a plaque:

- (1) MAGTF Intelligence Specialist Course
- (2) MAGTF Intelligence Officer Course
- (3) MAGTF Counterintelligence Course
- (4) MAGTF Remote Sensor Operator Course
- (5) Intelligence Analysis System Operator Course
- (6) Intelligence Analysis System Administrator Course

b. Basic Reconnaissance Course

- (1) Honor Graduate: Plaque.
- (2) Second Place: Certificate of Achievement.
- (3) Third Place: Certificate of Achievement.

29. Marine Corps Detachment, Aberdeen Proving Ground, MD. The Honor Graduates of each course listed below will receive a book from reference (b), a bookplate, a Certificate of Achievement, and a plaque. Second place receives a book and a Certificate of Achievement. Third place receives a certificate.

- (a) Basic Refrigeration Course.
- (b) Basic Metal worker (Welder) Course.
- (c) Small Arms Weapon Repair Course.
- (d) Artillery Weapon Repair Course.
- (e) LAV Repair (Basic Course.
- (f) LAV System Technicians Course.
- (g) Machinist Course.
- (h) M1A1 System Technicians Course.
- (i) Electrical Optical Ordnance Repair Course.

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30. Food Service School, Fort Lee, VA. The Honor Graduates of each course listed below will receive an Honor Graduate Certificate, a book from reference (b), and a bookplate.

- (a) Basic Food Service Course.
- (b) Subsistence Clerks Course.
- (c) Food Service NCO Course.
- (d) Senior Food Service Course.
- (e) Reserve Field Service Course.

31. Marine Corps Detachment, US Army Engineer Center, Fort Leonard Wood, MO

a. The Winners of each course listed below will receive:

- (1) Honor Graduate: Certificate of Achievement and a plaque.
- (2) Second Place: Certificate of Achievement and a book from reference (b).
- (3) Third Place: Certificate of Achievement.

b. Courses:

- (1) Construction Equipment Repair.
- (2) Engineer Equipment Chief.
- (3) Engineer Equipment Operator.
- (4) Technical Engineering.
- (5) Motor Vehicle Operator.
- (6) Logistics Vehicle Systems Operator.
- (7) Engineer Equipment Officer.
- (8) Engineer Equipment Mechanic NCO.
- (9) Engineer Equipment Operator NCO.
- (10) Semi-trailer Refueler Operator.
- (11) Vehicle Recovery.

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(12) Reserve Engineer Equipment Supervisor.

(13) Engineer Assistant Chief.

(14) Engineer Officer Advanced Course.

32. Marine Detachment Fort Knox, Kentucky

- a. Tank Crewman Course. Honor Graduate receives plaque.
- b. Tank Maintenance Course. Honor Graduate receives plaque.
- c. Instructor of the Year. Honor Graduate receives plaque and a certificate of achievement.

33. Marine Aerial Navigation School, Randolph AFB, TX. Honor Graduate receives plaque and certificate.

34. Jose F. Jimenez Award 3/7, Twenty Nine Palms, CA.

a. Criteria: Marine that best exemplifies those attributes needed of an infantry squad leader in combat.

b. Winner receives: Gung-Ho plaque and certificate.

35. Marine Corps Artillery Detachment, Fort Sill, OK. Honor Graduates for the following courses receive a plaque:

- a. Marine Artillery Operations Course.
- b. Marine Cannon Crewman Course
- c. Marine Artillery Fire Controlman Course.
- d. Marine Artillery Scout Observer Course.
- e. Marine Artillery Surveyors Course.

36. (SCHOOL) MACG-48, 4th MAW, Highwood, IL. Winners receive:

- (a) First Place: Book and certificate.
- (b) Second Place: Certificate.
- (c) Third Place: Certificate.
- (d) Leadership Award: Gung-Ho plaque.

37. Aviation Logistics Tactical Information Systems Course, Athens GA. Honor Graduate receives a plaque.

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SAMPLE MCA AWARDS CHANGE/REQUEST FORM

From: \_\_\_\_\_  
To: Marine Corps Association, P. O. Box 1775, Quantico, VA  
22134  
  
Subj: PROFESSIONAL MILITARY EDUCATION/TRAINING AWARDS PROGRAM  
  
Ref: MCO 1650.31G

1. Name and location of the installation which sponsors the course.
2. Full title of the course.
3. Estimate number of students to attend each class.
4. Figure/estimate number of students to attend the course during one calendar year (Marines/others).
5. Duration of the course.
6. Number of classes to be conducted each year.

J. E. RHODES

Enclosure (2)

SAMPLE MCA REQUEST FOR PME/  
TRAINING AWARDS MATERIALS

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1650

MEMORANDUM

From:

To: Marine Corps Association, P.O. Box 1775, Quantico,  
VA 22134

Subj: PROFESSIONAL MILITARY EDUCATION/TRAINING AWARDS PROGRAM

Ref: (a) MCO 1650.31G

1. Per the reference, the point of contact for procurement of MCA books/plaques/certificates for this activity is:

Name:

Address:

Phone:

2. This activity requests the following award supplies in order to bring the current inventory to a 6-month level:

\_\_\_\_\_ plaques, \_\_\_\_\_ certificates,

books (please specify grade of recipients).

(Use form as situation dictates)

J. E. RHODES

ENCLOSURE (3)